



POSITION DESCRIPTION

Position:	Executive and Partnerships Assistant
Reports to:	Chief Executive Officer and Director of Partnerships
Direct reports:	NA
Location:	374 Brunswick Street, Fortitude Valley, QLD 4006
Employment Basis:	Casual
Term:	Approximately 30.4 hours per week, over 22 weeks (May – late September)
Pay Rate:	\$37 per hour + Super
Start Date:	ASAP

ABOUT QMUSIC

QMusic is the peak body for Queensland's music sector, the state-wide representative voice for Queensland's musicians, music workers, live music venues, and fans.

We resource and empower the businesses big and small who will create the soundtrack of Queensland's future. From Cairns to Coolangatta, and Mackay to Mount Isa, we create artistic, social, and economic outcomes for a successful contemporary music industry, with programs that include Australia's largest music industry event, BIGSOUND; the Queensland Music Awards; Valley Fiesta; and industry development programs, scholarships, and awards that assist music businesses across our state.

Our goals and strategies are underpinned by the following key principles, that define the character of QMusic and the way our organisation operations:

- **GENUINE:** we are open, honest, and transparent, and we will always be accountable to the industry for our work.
- **INCLUSIVE:** we are deliberately inclusive, fair, and equitable, and expect the same from our partners and stakeholders.
- **INDUSTRY FOCUSED:** we are connected to and representative of the industry and we put their needs and priorities at the centre of what we do.
- **INFORMED:** we seek to listen and learn, and we make our decisions based on ground
- **BOLD:** we are ambitious and actively seek out ways to be fresh and original. We position ourselves within a contemporary mindset, valuing creativity and innovation.

POSITION SUMMARY

The Executive and Partnerships Assistant role is a dynamic dual position responsible for providing high-level administrative support to both the CEO and the Partnerships team. The successful candidate will serve as the primary point of contact for the CEO, managing their schedule, correspondence, and administrative needs while also supporting the Partnerships team with contract administration, partner communications, and event coordination.

This shared role requires exceptional organisational abilities, strong communication skills, and the capacity to effectively manage competing priorities. The ideal candidate will be proactive, detail-oriented, and able to represent QMusic with professionalism while supporting the organisation's key relationships both internally and externally.

KEY ACCOUNTABILITIES

1. Provide high-level executive support to the Chief Executive Officer

- Manage the CEO's calendar, including scheduling meetings, appointments, and travel arrangements
- Act as the primary point of contact and field enquiries and requests directed to the CEO
- Prepare and edit correspondence, communications, presentations, and other documents
- Organise and coordinate meetings, including booking venues, preparing agendas, and taking minutes
- Support with board liaison and governance documentation as needed
- Handle confidential and sensitive information with discretion
- Manage expense reporting and administrative budget tracking for the CEO
- Support the CEO in managing relationships with key stakeholders
- Assist with preparation of reports and presentations for internal and external use

2. Support the Partnerships team with administration, communications, and partnership delivery

- Provide administrative support to the Director of Partnerships and team
- Assist with drafting and processing partnership agreements and contracts
- Maintain the partnerships database and documentation system
- Support the implementation of partner benefits and deliverables
- Assist with preparing partnership proposals and tailoring materials for potential partners
- Coordinate partnership communications and maintain regular contact with partners
- Support the planning and execution of partnership activations and events
- Assist with partnership reporting and tracking of deliverables
- Help manage the partnerships calendar and timeline of deliverables
- Process partner invoices and maintain financial records related to partnerships

GENERAL DUTIES

- Attend QMusic events, functions and workshops, to support event delivery or to represent QMusic, some of which will take place outside standard business hours.
- Utilise QMusic's organisation-wide systems in accordance with policies and procedures provided.
- Play an active role in effectively implementing workplace health and safety protocols.
- Participate in post-event evaluation and reporting, including documentation of lessons learned and areas for improvement.
- Contribute to a positive, collaborative, safe, and inclusive work environment, including abiding by QMusic's [Collective Responsibility](#).
- Undertake any other duties as reasonably requested by the CEO or Director of Partnerships.

KEY RELATIONSHIPS

Internal: Chief Executive Officer, Director of Partnerships, other Heads of Department and other QMusic team members

External: Board members, corporate partners, government representatives, artists and managers, industry stakeholders, and contractors

POLICIES AND WORKPLACE PRACTICES

All QMusic employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will be respectful towards the organisation, colleagues, clients and public, act collaboratively with all colleagues and act in safe and responsible manner at all times. Flexible work hours will be required for occasional weekend and evening events.

KEY CAPABILITIES / SELECTION CRITERIA

- Exceptional organisational and time management skills with ability to prioritise competing demands
- Strong attention to detail and commitment to accuracy
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with CRM systems and database management
- Ability to work independently and as part of a team
- Strong interpersonal skills and professional demeanour
- Discretion in handling confidential information
- Problem-solving skills and initiative
- Ability to work under pressure and meet deadlines
- Experience in arts, music, or not-for-profit sector (desirable)
- Experience in event coordination (desirable)

APPLICATIONS

Submit your application via the [QMusic Job Applications](#) form by **11:59 PM AEST SUNDAY 4 MAY 2025**.

Your application must include:

- a cover letter demonstrating your suitability for successfully performing the requirements of the role
- a current CV
- two employer references

Enquiries: Please contact the QMusic office on (07) 3257 0013 or careers@qmusic.com.au